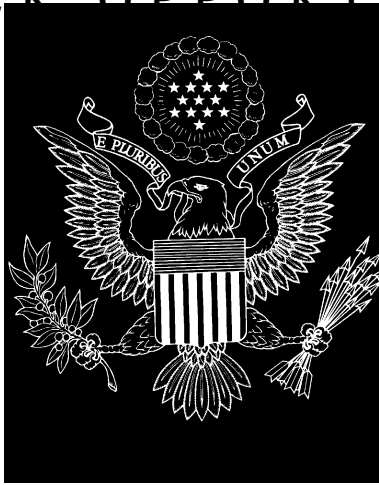


*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF OKLAHOMA

Position Title:	Secretary to Magistrate Judge
Location:	Muskogee, Oklahoma
Closing Date:	June 2, 2003
Starting Salary/Range:	\$31,830 - 61,248* (JSP 7-11)
	*depending on qualifications and experience

Position Overview:

A secretary to a Magistrate Judge performs duties and responsibilities such as the following: Receives, screens, and refers telephone and in-person callers; takes and transcribes dictation using dictating equipment; types legal documents, correspondence, memoranda, reports, statistics and other items; has full grasp of proper English grammar; screens incoming mail and handles routine matters; routes mail to appropriate destination; maintains calendar, booking, changing and canceling appointments and commitments; arranges business travel itineraries; performs other duties as requested.

Minimum Qualifications:

To qualify for the position of Secretary to a Magistrate Judge, a person must be a high school graduate or equivalent, type 60-70 words per minute, possess excellent oral and written communication skills, have strong skills in spelling, punctuation and English grammar. The ability to plan, organize and prioritize work is critical and the applicant must have the ability to prepare routine legal documents, reports, letters and handle multiple assignments. The applicant must be able to handle a large volume of work and be proficient in Word Perfect 9, Lotus Notes; and, have two (2) years of general experience and four (4) years of specialized experience as described below.

General Experience is considered progressively responsible clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, typing, record keeping, sorting and distributing mail. Specialized Experience is considered progressively responsible clerical or secretarial experience which involved responsibility as the principal personal office assistant to a supervisor who was dealing with law related matters such as might be found in a law, banking, insurance or real estate office.

Education:

Education in an accredited college, university or secretarial school of recognized standing may be substituted for a maximum of one year of general experience on the basis of 30 semester (45

quarter) hours equal nine months of experience. A bachelor's degree from an accredited college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration or related fields. Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis. Educational transcripts must be submitted for verification prior to start of employment.

Benefits:

Employees of the U.S. District Court are entitled to benefits which include retirement, health benefits, life insurance programs, scheduled holidays, annual leave program, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. The court is not authorized to reimburse candidates for travel or moving expenses during the hiring process. A records check will be conducted on the successful candidate. Only the most qualified applicants will be interviewed.

Qualified applicants may submit a resume with references to:

**William B. Guthrie
U.S. District Court
Eastern District of Oklahoma
Att: Tami Collins, Personnel Specialist
Re: Magistrate Secretary Position
P.O. Box 607
Muskogee, OK 74402**

**** The Court is an Equal Opportunity Employer ****